



# Waterford School District

## EMPLOYMENT HISTORY CHECK

### PA 189 FORM

To provide to the Waterford School District information regarding my employment history and, in addition, to disclose any other information which is job related, including all items within my personnel file and pursuant to Public Act 189 of the Public Acts of 1996 begin section 380.1230b of Michigan Compiled Laws, I authorize current or former employer(s) to disclose any unprofessional conduct and provide copies of all documents in my personnel record maintained by my current or former employer(s) relating to any unprofessional conduct as defined by Public Act 189 of 1996 which reads:

"Unprofessional conduct" means one or more acts of misconduct, one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct. MCL 380.1230 (8b).

I acknowledge the Waterford School District's right to investigate any and all references and secure additional information regarding my employment history, including any and all disciplinary action and/or the events surrounding the termination of employment.

Pursuant to Public Act 189 of 1996, I waive my right of prior notice under the Bullard-Plawecki Employee Right to Know Act, Act No. 397 of the Public Acts of 1978, being section 423.506 of Michigan Compiled Laws and I hereby release my current/former employer, and employees acting on behalf of my current/former employer, from any liability for providing information regarding connection with this employment history verification.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Social Security # (Last 4 digits):** \_\_\_\_\_

Please complete this section, providing us with the name and complete address and phone/fax numbers of a present or immediate past employer. Please print legibly.

Name of Company/School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*\* To be completed by employer \*\***

Public Act 189 of 1996 requires you to provide the Waterford School District with copies of information relating to unprofessional conduct contained within the above named person's personnel file within 20 days of the receipt of request. The Act provides that, "an employer or an employee acting on behalf of the employer that discloses information under the section in good faith is immune from civil liability for the disclosure."

Please fax or mail copies of all such documents along with a signed copy of this request to the address listed below. If no documentation of unprofessional conduct is contained within the personnel file, please note it at the bottom of this form and return. Thank you for your assistance.

\_\_\_\_ I certify that no documentation of unprofessional conduct exists within the above named person's personnel file.

\_\_\_\_ I have enclosed items relating to unprofessional conduct.

\_\_\_\_\_  
Authorized Employer Signature Title Date

\_\_\_\_\_  
Print Name

Thank you,

Susan File, Executive Director of Human Resources  
Waterford School District, 501 N Cass Lake Road  
Waterford, MI 48328, Phone: 248 682-8738 FAX: 248 706-4889